

Bob Holden
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James A. Carder
Director
Division of Accounting

MEMORANDUM

TO: Agency Fiscal and Payroll Officers
FROM: Division of Accounting
DATE: May 3, 2004
RE: Cash Availability for Payroll

Sufficient Cash must be available for gross payroll and employer paid fringes prior to the processing of each pay cycle. While this is important throughout the year, it is imperative for the remainder of the fiscal year.

The Missouri Constitution, Article IV, Section 27(a) states, "No cash operating transfers out of the budget reserve fund may be made after May fifteenth of any fiscal year."

Agencies no longer have the opportunity to borrow from the Budget Reserve Fund for the remainder of the fiscal year. Should any payroll documents reject due to insufficient Cash, OA cannot release the payroll until the cash is made available. It is the agency's responsibility to ensure cash is available prior to the pay cycle to prevent delayed payroll.

You can review the SAMII HR Processing Schedule at this address:

<http://www.state.mo.us/mo/samii/hr/ProcSched2004.pdf>

JAC/vd